PAINWEEK®

PAINWeek® 2015
The National Conference on Pain for Frontline Practitioners
September 8-12
The Cosmopolitan of Las Vegas

Application for Industry Supported Satellite Event at PAINWeek 2015

PDM (Product Theatre, Disease Awareness, and Medical Information) Programs are NOT CERTIFIED FOR CREDIT and do not offer any CME/CE credits to participants.

CME Symposia must be CERTIFIED FOR CREDIT for a minimum of 1 hour for Physicians, Nurses, and Pharmacists

Venue
All satellite vents will be presented at the Cosmopolitan *of* Las Vegas.

Conference Dates
September 8-12, 2015

Exhibit Dates
September 9-11, 2015

Time Slots
Breakfast Programs are 60 minutes
Lunch Programs are 90 minutes
Afternoon Break Programs are 60 minutes

Important Dates*

Satellite Events Guidelines released	May 15
Exhibitors Services Kit released including lead retrieval	
Exhibit application deadline	June 1
Exact program time slots will be released	
PDM application deadline	
Final PDM association fees due	June 30
Program book advertising insertion order deadline	July 15
PAINWeek preconference *Preview* materials deadline	May 19
Program book advertising materials deadline	August 1
PAINWeek Daily News advertising space reservations deadline	
Convention tote bag insert materials to arrive in Las Vegas	Between August 24 and September 3

Return completed forms to ri@aventineco.com or fax to (973) 556-1058.

Hotel room drop insert materials to arrive in Las Vegas	Between August 24 and September 3
PAINWeek *Daily News* materials deadline	August 17
Hotel room drop insert materials to arrive in Las Vegas (single sponsored drop)	August 25
PAINWeek postconference *Review* materials deadline	September 30

*preliminary dates for planning purposes. Exact deadlines may change

Program Fee
Includes

- Description in onsite program book
- Description on painweek.org
- Preregistration list for one-time conference use available the first week of August as an Excel file
- Meeting and banquet space

The following audiovisual equipment will be provided:

- Stage riser and stairs
- Pipe and drape
- Podium
- 2 Projector screens
- LCD Projector
- 1 laptop computer
- 1 speaker timer
- 1 wireless cuing remote
- 2 podium microphones
- 2 lavaliere microphones
- 2 handheld microphones
- 1 speaker confidence monitor
- Stage lighting
- A/V tech table
- Registration table, 2 chairs, wastebasket, 4 poster easels
- 1 AV Technician for the duration of your program and 90 minutes prior for slide review, speaker soundcheck, and set-up (additional time is charged at an hourly rate $159/hr)

Budget Considerations

Breakfast food and beverage for 300 attendees due July 31	$15,000 Minimum spend
Lunch food and beverage for 400 attendees due July 31	$25,000 Minimum spend
Afternoon Break food and beverage for 400 attendees due July 31	$7,500 Minimum spend
Dinner food and beverage for 300 attendees due July 31	$35,000 Minimum spend
Onsite program book ad	$1,500
Convention tote bag stuffer	$2,500
Hotel room drop – choice of days	$3,500
eNewsletter Banner ad (728x90) – single insertion	$1,000
PAINWeek Faculty Access (see below)	$1,000

PAINWeek Faculty Access
If your program utilizes a PAINWeek faculty member to speak live at your program, you will be responsible for a lump sum of $1,000 for each faculty member to share in the cost of hotel, air, and other faculty expenses.

Application Process

Once your application has been approved, you will be notified via e-mail with a date and time slot based on your indicated preferences. You may accept and confirm that date/time slot by sending full payment within 10 business days. Or, you may hold your date/time slot for 30 business days, but not past **June 30, 2015**, by sending a **non-refundable** deposit of $10,000. If payment of program is not received as per this schedule, PAINWeek reserves the right to release your time slot and reassign you to a slot based on availability. Sponsors are still liable for all outstanding program/association fees.

Notification

Please allow 2 weeks from submission of application for notification of acceptance. If an application is incomplete, we may ask for additional information, which may delay the process.

Scheduling

Please indicate your preferred slot time/date on your application. While we will do our best to accommodate your request, we cannot guarantee the slot you requested will available. Programs will be assigned to slots on a first-come, first-served basis. A maximum of two (2) programs are permitted per time slot. If you wish to have your program run unopposed, you may purchase the opposing slot at its normal fee, not including the F&B minimum. PAINWeek reserves the right to deny your choice of date and time slot

if, after reviewing your application, we determine that there are too many competing aspects of your program with a program already assigned to that slot; eg, topic area, competing products, speakers, etc. Additionally, when planning content, speakers, artwork, etc, please keep in mind there likely will be a competing program, and it is important to ensure your event's program and materials are as compelling as possible.

Questions?

Redza Ibrahim
ri@aventineco.com
(973) 415-5110

Program Information

Proposed Topic Area(s)																			
Proposed Title																			
Faculty (list all). If none identified, indicate types eg, physician, pharmacist																			
Type of Program	Single Faculty Speaker						Poster Symposia												
	Multi-Faculty Panel						Multi-Media												
	Recorded Faculty						Other (please describe)												
Program Description																			
Preferred Date (indicate choices 1-4)	Tuesday 9/8				Wednesday 9/9				Thursday 9/10				Friday 9/11				Saturday 9/12			
Preferred Time Slot B= breakfast, L= Lunch, AB = Afternoon Break, D=Dinner	B	L	AB	D	B	L	AB	D	B	L	AB	D	B	L	AB	D	B	L	AB	D

What are the sponsor's objectives for presenting a PDM program at PAINWeek?	
What type(s) of healthcare practitioners are the sponsor's target audience?	
Will the sponsor be an exhibitor at PAINWeek? If no, why not?	
How did the sponsor hear about PAINWeek?	

Sponsor Information

Main Contact					
Company/Organization					
Title					
Address					
Address 2					
City		State		ZIP	
Phone					
E-mail					

Authorized Agency Information (if any)

Please list the agency that is authorized to act, speak, and sign on the sponsor's behalf. This may include medical education/communications agencies, exhibit contractors, public relations agencies, etc.

Name of Individual Submitting this Form	
Company/Organization	
Title	
Address	
Address 2	

City		State		ZIP	
Phone					
E-mail					

Authorized Agency #2 Information (if any)

Please list the agency that is authorized to act, speak, and sign on the sponsor's behalf. This may include medical education/communications agencies, exhibit contractors, public relations agencies, etc.

Name of Individual Submitting this Form					
Company/Organization					
Title					
Address					
Address 2					
City		State		ZIP	
Phone					
E-mail					

Satellite Event Rules and Regulations

Application Process

Applications for CME Symposia and PDM programs are due by May 1, 2015. Once your application has been approved, you will be notified via e-mail with a date and time slot based on your indicated preferences. You may accept and confirm that date/time slot by sending full payment within 10 business days. Or, you may hold your date/time slot for 30 business days, but not past **June 30, 2015**, by sending a **non-refundable** deposit of $10,000. If payment of program is not received as per this schedule, PAINWeek reserves the right to release your time slot and reassign you to a slot based on availability. Sponsors are still liable for all outstanding program/association fees.

Scheduling

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there likely will be a competing program, and it is important to ensure your event's program and materials are as compelling as possible.

Policy on Satellite Events for Exhibitors and Sponsors

All Satellite Events must be approved in advance by PAINWeek. Satellite Events may not conflict with any official PAINWeek events, educational programming, or exhibit hours. Educational/Speaker programs may not be offered at PAINWeek outside of the official PAINWeek programming. Organizations must utilize the opportunities provided by PAINWeek for such events. Any company holding an Satellite Event in conjunction with PAINWeek that fails to abide by this pokily will be subject to penalty (reviewed on a case-by-case basis) or may be prohibited from participating as an exhibitor or sponsor at a future PAINWeek. Satellite Events at PAINWeek are functions that involved PAINWeek meeting attendees, but are not planned, executed, or sponsored by PAINWeek. This includes, but is not limited to: Corporate Meetings, Customer Events, Focus Groups, Advisory Boards, Hospitality Functions, Staff Meetings, Receptions, Any formalized form presenting information to PAINWeek meeting attendees, Networking Dinner meetings with more than 15 PAINWeek attendees.

Audience Members

PAINWeek's policy is that audience members at satellite events only be healthcare professionals and we remind attendees not to bring guests, spouses, or children who are not healthcare professionals. We entrust the actual monitor and final decision making to each satellite event organizer.

CME Programs

CME guidelines require that activities be open to all healthcare care professionals regardless of whether they are attending PAINWeek. Please note, that PAINWeek will not issue these attendees a PAINWeek name badge. These attendees will only be allowed to participate in your activity and not any PAINWeek activities including meal functions, the exhibit hall, or courses.

PDM Programs

PAINWeek has the same "open" policy for outside attendees for PDM (product theatre) programs as well.

Corporate Events

PAINWeek has a strict policy that **prohibits** corporate event organizers from inviting/soliciting PAINWeek healthcare professional attendees unless prior authorization from PAINWeek has been provided.

Audiovisual

No audiovisual equipment is included for internal meetings, corporate events, resource rooms, focus groups, etc, unless contracted.

For CME Symposia, Special Interest Sessions, PDM/Product Theatre programs will be provided with the following:

Stage riser and stairs
Pipe and drape

Podium
Projector screen(s)
LCD projector
Laptop computer
Speaker timer
Wireless cuing remote
Podium microphone
Lavaliere microphone
Handheld microphone
Speaker confidence monitor
Stage lighting
A/V table
Registration table, 2 chairs, wastebasket, and 4 easels

Any additional needs, equipment, materials, lighting, staff or technician labor will be the responsibility of the Sponsor and should be contracted separately.

AV Not Included: audio and video recording devices, lead retrieval, audience response systems (ARS), registration mechanisms (online, phone, or fax), thumb drives, etc.

AV Tech: AV tech is provided and will be available 90 minutes before the program and throughout the program to work with included AV. Should you require additional AV or bring your own equipment, you will be required to provide an additional technician.

Outside Vendors: You are allowed to bring in your own equipment, staff, or contract with outside vendors

Poster Easels: PAINWeek will provide 4 poster easels onsite. Easels may be picked up at the registration desk or may already be distributed on the convention floor. Production, shipment, and placement of posters on these easels are the responsibility of the PDM organizer. Posters may not exceed 20" x 40"

Badges
Badges must be prominently displayed by attendees and Sponsors at all times. Badges are not transferable, and badges worn other than by personnel issued to are subject to confiscation without return or refund. Names for booth staff must be submitted to the satellite event manager no later than **August 1, 2015.** Sponsors will be allowed access into the satellite event space 90 minutes before the satellite event opens. Only Sponsors with badges will be allowed access into the satellite event space. The satellite event space will be locked during the hours that the satellite event is closed. No Sponsor, unauthorized staff member, or attendee will be allowed into the satellite event area during these hours. The furnishing of this service is not to be understood or interpreted by Sponsors as a guarantee to them against loss or theft of any kind. In addition, the Administration does not take responsibility for items left in the satellite event space during installation or dismantling.

Cancellation of Satellite Event Space:
A written notice of satellite event space cancellation must be sent to the office of PAINWeek Administration, c/o Aventine Co., 6 Erie Street, Montclair, NJ 07042.
A) Notices received at least 6 months prior to a scheduled PAINWeek will receive a 50% refund.
B) Notices received at least 3 months prior to a scheduled PAINWeek will receive a 25% refund.
C) No refunds will be made after **July 1, 2015.**

Further, in the event of any action by PAINWeek Administration to collect any amount not paid when due, Sponsor agrees to pay or reimburse the costs of collection (including, without limitation, third-party collection agency expenses, attorney fees and court costs). Under all circumstances, PAINWeek Administration retains the right to resell any booth space canceled by Sponsor or not paid when due. Payments made to PAINWeek Administration are nontransferable and cannot be used for payment toward other PAINWeek Administration products, services, or satellite events.

Cancellation of PAINWeek Conference
Should any situation arise that is beyond the control of the Administration that prevents the opening of PAINWeek and/or the satellite event portion, the Administration will not be liable for any expenses or losses incurred by the Sponsor beyond a refund of the any administration/program fee(s) paid.

Commercial Support Acknowledgment
Commercial support must be clearly acknowledged in activity announcements, promotions, and printed materials.

Contact Person/Meeting Organizer
PAINWeek requires a single point of contact for a satellite event regardless of whether the event is managed by the sponsor or a third-party organizer.

Contract
The rules and regulations become binding upon acceptance of this contract between the applicant, inclusive of employees and agents, and Aventine Co. ("PAINWeek" and "PAINWeek Administration," and "Administration"). The Administration reserves the right to determine eligibility of a satellite event at PAINWeek.

Disability Notice
In compliance with the Americans with Disabilities Act of 1990, PAINWeek requires that all satellite event organizer make all reasonable efforts to accommodate persons with disabilities at PAINWeek.

Disclaimers

Except as otherwise provided in these Rules and Regulations, PAINWeek Administration makes no representations of any kind with respect to the satellite event, and disclaims all warranties including any implied warranties of merchantability, fitness for particular purpose, accuracy, noninfringement, noninterference. The satellite event is provided "as is" and on an "as available" basis.

Entire Agreement

The Sponsor Contract, including the Sponsor Service Manual and these Rules and Regulations, represents the complete understanding and agreement of the parties hereto with respect to the subject matter hereof and supersedes any prior agreements, whether written or oral, between the parties. The Sponsor Contract may not be modified or amended, except by a written instrument executed by each of the parties hereto. The parties hereto shall be deemed to be independent contractors hereunder, and as such, neither party shall be, nor hold itself out to be, an employee or agent of the other party. The language used in the Sponsor Contract shall be deemed to be language chosen by both parties hereto to express their mutual intent, and no rule of strict construction against either party shall apply to any term or condition of the Sponsor Contract. The Sponsor Contract shall only become effective when countersigned or initialed by a duly authorized representative of PAINWeek Administration within ninety (90) days of the date of Sponsor's signature. The acceptance or deposit of any payment does not constitute acceptance of the Sponsor Contract by PAINWeek Administration. PAINWeek Administration reserves the right to modify the Sponsor Service Manuals, and sponsor guides or these Rules and Regulations, or make any additional conditions, rules and regulations, as it deems necessary to ensure the success of the conference. Sponsor acknowledges and agrees that such alterations and modifications shall become part of the Sponsor Contract upon notice to Sponsor.

Exhibit

PAINWeek does require that PDM sponsors exhibit at PAINWeek. Our research has shown that over 50% of PDM attendees visit the PDM sponsor's exhibit booth during the conference with additional questions.

Exhibit Service Manual

Electricity, computer, internet/phone connections, floral arrangements, furniture, photography, and audiovisual equipment will be available for rental. Order forms will be mailed to each Sponsor in the Sponsor Service Manual from Official Exhibit Contractor & Decorator mid Spring.

Faculty

The sponsor is responsible for selecting and confirming faculty and for communicating the expectation that faculty will comply with the AMA Ethical Opinion on Gifts to Physicians from Industry, PhRMA Principles and Guidelines, OIT Guidelines, and PAINWeek Guidelines.

PAINWeek Faculty Access

If you intend on using a PAINWeek faculty member to speak at your program, you will be charged a lump sum of $1,000 for each faculty member to share in the cost of hotel, air, and other faculty expenses.

Food and Beverage

Based on the type of satellite event, Sponsor may be obligated to provide food and beverages for attendees to a satellite event. The Sponsor shall be solely responsible for complying with any and all, applicable local, state, federal, and other laws and regulations relative to all such distribution of food or beverages from their satellite event space. The Cosmopolitan of Las Vegas does not allow outside food/beverages to be brought in.

Food and beverage service fees, gratuities, taxes, and hotel charges are not included in your program fee. Food and beverage service must be confined to the assigned room and the assigned time slot. PAINWeek requires a minimum order of food and beverage for satellite events (symposia, PDMs, and Corporate Events).

Hotel Catering Contact
Sponsors may work directly with the Cosmopolitan catering manager once satellite event contract is signed and administration fee is paid.

Menus
Menus will be provided upon event approval, and receipt of signed contract and program fee payment.

Guarantees and Payment
There are F&B minimums for your events as stipulated in your agreements. Payments must be provided by **July 31, 2015.** Payments should be made to PAINWeek and your hotel catering accounts will be credited.

Giveaways
Customary descriptive product literature, notepads, pens, pencils, and other items may be distributed. However, any giveaway must be of a modest nature. Any giveaway with a value of more than $25 must be approved by the Administration. No giveaways with a value of over $100 will be allowed. All contests, lotteries, and games of chance must be preapproved by the Administration 30 days in advance of the meeting. The Administration logo is registered trademarked by and is the exclusive property of the PAINWeek Administration. The Administration logo may not be used in any way by any individual, company, or organization without the permission of the Administration.
The PAINWeek logo may not be associated with any promotional materials, mailings, giveaways, or contests. The Sponsor shall be solely responsible for complying with any and all, applicable local, state, federal, and other laws and regulations, relative to all such giveaways, contests, lotteries, and games of chance.

Hotel Laws, Rules, and Regulations
Sponsor agrees to be bound by all, and shall ensure its personnel do not violate any, applicable local, state, federal, or foreign laws, rules and regulations (eg, fire, utility, and building codes, the Americans with Disabilities Act, Title 17 – Copyrights, etc) as well as any laws, rules, and regulations applicable to or required by PAINWeek Administration, major sponsors, cosponsors or promoters of the satellite event, the satellite event facility, the designated host hotel, satellite event suppliers, and PAINWeek Administration insurance carrier(s).

Indemnification by Sponsor
Sponsor hereby agrees to indemnify, defend, and hold harmless PAINWeek Administration, its affiliates, the satellite event facility, the designated host hotel (The Cosmopolitan of Las Vegas), satellite event suppliers, the city, and state, and their respective officers, directors, employees, representatives, and agents, from and against any and all liability, responsibility, loss, damage, cost, or expense of any kind whatsoever (including but not limited to attorney's fees)

arising directly or indirectly out of or in connection with (i) any intentional or negligent act or omission by Sponsor or any of its employees or agents, (ii) breach of Sponsor's representations, warranties, obligations or covenants set forth in the Sponsor Contract, and/or (iii) Sponsor's occupancy and use of the satellite event premises, including without limitation, the assigned booth, public areas, or any part thereof.

Inspection of Rooms

The satellite event manager, along with the meetings manager, will inspect each satellite event space prior to the opening of the satellite event venue to ensure that the Sponsor has adhered to the rules and regulations set forth in this document. The satellite event manager will inform the Sponsor of any infractions and corrections that must be made before the satellite event space opens.

Liability

Sponsors must leave the satellite event space in the same condition that it was received at the time of occupancy. The Sponsor is responsible for all damages to the satellite event space caused by employees or agents of the satellite events management company. PAINWeek Administration shall not be liable to Sponsor or to any third party for any indirect, incidental, consequential, special, or punitive damages of any kind or nature. PAINWeek Administration shall further have no liability to Sponsor for lost profits, loss of material, or frustration of business expectations, whether arising out of breach of contract, breach of warranty, negligence, or otherwise (even if PAINWeek Administration has been advised of the possibility of such loss or damage). PAINWeek Administration's maximum liability hereunder for any claims whatsoever is expressly limited to the amount actually paid to PAINWeek Administration by Sponsor. No claim may be brought by Sponsor more than one (1) year after the accrual of the claim. Sponsor is required to maintain, and upon request will provide PAINWeek Administration with evidence of, adequate insurance to cover Sponsor's acts, omissions, property and personnel, including liability arising from bodily injury or property damage.

Non-CME Disclosure (for PDMs)

All promotional materials (eg, posters, signage, brochures, invitations, websites) must clearly indicate that the activity is not certified for credit. This must be prominently displayed on all materials both print and electronic.

Notices

Any notice or correspondence required or permitted to be given or forwarded hereunder or by law shall be effective on receipt and shall be considered properly given if orally stated to Sponsor at the satellite event or presented in writing and delivered personally, faxed, or sent by any commercially reasonable means, addressed, with respect to Sponsor, to the address of Sponsor most recently provided in writing to PAINWeek Administration, and with respect to PAINWeek Administration, to the address of PAINWeek Administration at the address set forth at the bottom of these Rules and Regulations.

Planning Kit

A satellite events planning kit will be available in the Spring. It will include information on name badges, lead retrieval, electrical ordering, internet access ordering, poster/signage rules, easels, menus, audio visual, and contact information.

Preregistration List

Main sponsor contact will be emailed an Excel sheet of the preregistration list the first week of August. All fees must be paid and contract must be signed in order to receive the list. All sponsors are also required to send a PDF sample of the mailing (including any outside envelopes) prior to receiving the list. You may send this at any time, ie, June-July. Please plan on at least a 24 hour turn around. For planning purposes, PAINWeek has approximated 1000 preregistrants by the end of July. You will be notified in mid-July should the list have drastically increased numbers. The list MUST be used for a mailing postmarked no later than September 1. Postconference mailings using the list is strictly prohibited.

Preregistration of Attendees

A preregistration mechanism either via web, fax, phone, or mail-in for your program is not required, but highly recommended. If a preregistration mechanism is employed to attendees, it must be honored at the program. In other words, attendees who preregistered for your program must get priority seating at your program.

Program Fee

The program fee (sometimes referred to as the association or administration fee) must be paid to PAINWeek before PAINWeek can confirm a date, time, and location. Checks should be made payable to PAINWeek. Other forms of payment, such as wire transfer and ACH, are also accepted. Please contact us for instructions. This administration fee does not include costs associated with food or beverage for your event, additional audiovisual needs not already provided, registration fees, travel fees, speaker fees, guest rooms, signage, promotional materials, or any other expenses related to holding your activity. All expenses are the sole responsibility of the Sponsor.

Promoting Programs

PAINWeek recommends additional promotion of your program to maximize attendance. These include room drops, tote bag stuffers, program book ads, banner ads, etc. Development and production costs and the meeting of deadlines are the responsibility of the PDM organizer. PAINWeek is not responsible for attendance numbers.

Rules for Sponsor

A) No combustible materials may be used in the satellite events (eg, crepe paper and cardboard), and all satellite events must conform to Fire Department Regulations.

B) Nothing is to be tacked, nailed, screwed, or otherwise affixed to the columns, walls, floors, furniture, or other properties of the building.

C) Any property shipped to or from the Satellite Event for display at PAINWeek is the sole risk and responsibility of the Sponsor.

D) Satellite Events must be staffed at all times during satellite event hours.

E) No objectionable lights or noise will be allowed in any Sponsor's space. The Administration reserves the right to remove any objectionable equipment or Satellite Event materials.

G) Sponsors acknowledge and consent to satellite event photos and news releases.

H) The Administration reserves the right, without notice, to modify the meeting agenda, hours of satellite events, and locations, should circumstances warrant.

I) Subject to any applicable rights, obligations, or restrictions hereunder, the use of sound systems is permissible, provided they are not audible in neighboring rooms, and that the sound is directed only into the Sponsor's room or vertically. Subject to any applicable rights, obligations, or restrictions hereunder, the use of portable projection machines for 16 mm or smaller film, filmstrips, lantern slides, Kodachromes, etc, is permissible. It is the responsibility of the Sponsor to engage a union operator for automatic slide projectors or for other projection, if necessary.

Sales/Order Taking

The purpose of the Satellite Event Hall is to complement the educational agenda of the meeting through displays and demonstrations. Sales and order taking are permitted, provided all transactions are conducted in a manner consistent with the professional nature of the meeting. Products for sale must be the Sponsor's own unaltered products. The Administration reserves the right to restrict sales activities that it deems inappropriate or unprofessional. Sponsors must comply with all local sales tax requirements. Sponsors taking orders or selling at PAINWeek must adhere to certain business license, sales, and tax regulations that vary from state to state. Sponsors are responsible for making the necessary arrangements with the state in which PAINWeek is being held to adhere with their tax regulations. S

Satellite Event Labor

The Official Exhibit Contractor & Decorator will have skilled labor available for Sponsors requiring this service to install and dismantle their satellite events if necessary. Additional charges will apply. The Sponsor Service Manual will have the necessary order forms and Union Regulations for ordering labor.

Shipping Information

The Official Exhibit Contractor & Decorator will provide freight service for this meeting. Conditions, including labor regulations and payment for this service, will be described in the Service Manual.

Signage

Signs and banners within each PAINWeek booth must contain content that is appropriate and professional. The Administration reserves the right to require any Sponsor to remove signs or banners that it deems inappropriate or unprofessional. The PAINWeek administration reserves the right to list your company name as a registered sponsor in the program book and on the painweek.org Web site as a sponsor, corporate supporter, and/or sponsor without the satellite event company's review of the material prior to print or posting. If this is not permitted by the satellite event company the PAINWeek Administration must be notified in writing within 2 weeks of the Sponsor application submission. PAINWeek Administration does not endorse any sponsors or designated contractors of the satellite event, and makes no representation with respect thereto and assumes no responsibility or liability for any services, if provided by any party other than PAINWeek Administration.

Space Assignment

Space assignments will be based on date satellite event application and payment is received. The PAINWeek Administration reserves the right to make changes to the floor plan at any time and for any reason whatsoever, in its sole discretion.

Sponsor Terms

A satellite event agreement must be accompanied by full payment made payable to PAINWeek. Full payment is due to confirm and secure your date, meeting room, and time slot.

Time Slot

Breakfast programs are allotted 60 minutes; lunch and dinner programs are allotted 90 minutes. All program activities must take place during this time slot, and the program must start and end promptly. PAINWeek will release the official time slots by June 1, 2015.

Use of Satellite Event Space

No Sponsor may assign, sublet, or share, in whole or in part, its satellite event space, without the prior written consent of the PAINWeek Administration. Sponsor's satellite event and any materials or activities in connection therewith, must be confined to the Sponsor's own satellite event space.

Unlabeled Uses of Products

When an unlabeled use of a commercial product, or an investigational use not yet approved for any purpose is discussed during an educational activity, the sponsor shall require faculty to disclose that the product is not labeled for the use under discussion or that the product is still investigational.

If the satellite event displays or the Sponsor presents any non-FDA-approved devices, products, or technology, Sponsor agrees to provide a copy of their liability insurance naming Aventine as an additional insured. The Sponsor also agrees to label any such technology or devices as non-FDA approved.

Violations

In the event of a violation of the Satellite Event contract and rules by the Sponsor or the Sponsor's employees or agents, the Administration, at its discretion, may ask the vendor to modify its Satellite Event or vacate the premises. If a sponsor is requested to leave for violation of rules, the Sponsor forfeits all monies that may have been paid and may not submit a claim for any refund of rental or other exposition expenses. Violations of the Satellite Event contract and rules may also cause the Sponsor to be barred from future meetings.

Redza Ibrahim

Satellite Events Manager
PAINWeek Administration
C/o Aventine Co.
6 Erie Street, Montclair, NJ 07042
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Fax: (973) 556–1058
E-mail: ri@aventineco.com
Web site: www.painweek.org

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